



## RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

30 August 1948

25X1A

SUBJECT: Motor Vehicle Passenger Service.

1. Effective Tuesday, 7 September 1948, all existing assignments of CIA passenger-carrying vehicles to departmental individuals and activities in Washington are rescinded.

2. On or before that date a revised shuttle schedule will be established providing quarter-hourly service between CIA buildings and half-hourly service to the Pentagon on all normal working days. Appointments and meetings involving transportation either between CIA buildings, to the Pentagon, or within reasonable walking distance of these points, will be arranged where possible to conform to this schedule.

3. A central motor pool service will be maintained to meet transportation needs which cannot be served by the scheduled shuttle service. Cars with District license plates will be included in the motor pool for dispatch to authorized offices for purposes where government license plates are not appropriate.

4. Assignment of passenger-carrying vehicles to departmental individuals and activities in Washington will be made only upon the written authorization of the Executive Director. It is the policy of the Director to keep such assignments to an absolute minimum, and that the official shuttle and motor pool service be utilized to the maximum possible degree.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

25X1A

Captain, USN  
Executive Director

DISTRIBUTION: A

## RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*File*

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

28 January 1949

SUBJECT: Building Maintenance

The use of scotch tape to secure items to walls is prohibited. Displays should be attached to boards or framed and suspended by hooks, wire or other devices. The assistance of the Services Officer will be requested where stone, plaster or retail walls are involved.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]

Acting Executive

DISTRIBUTION: All CIA Employees.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Captain, USN  
Executive Director

25X1A

DISTRIBUTION: A

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

28 January 1949

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Acting Executive

DISTRIBUTION: All CIA Employees.

STATINTL

ADMINISTRATIVE [REDACTED]

SUBJECT: Building Maintenance

*is prohibited.*  
~~The use of scotch tape to secure printed or other items to walls~~  
~~will be discontinued.~~ Displays should be attached to boards or frames and  
suspended by hooks, wire or other devices. The assistance of the Services  
Officer will be requested in instances in which <sup>where</sup> stone, plaster or metal  
walls are involved.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE [REDACTED]

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*Formal* [REDACTED]

[REDACTED]  
Captain, USN  
Executive

*OK*

*103*  
*24 Jan*

*Distribution: All CIA Employees*

RESTRICTED

D R A F T  
LTS/mc - 23 Aug 48ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

25X1A

SUBJECT: Motor Vehicle Passenger Service

*30 Aug 48*  
*Prepared all drafts for pull & issue.*  
*DS*  
*30 Aug*

1. Effective <sup>Tuesday, 7</sup> Monday, 6 September 1948, all existing assignments of CIA passenger-carrying vehicles to departmental individuals and activities in Washington are rescinded.

2. On or before that date a revised shuttle schedule will be established providing quarter-hourly service between CIA buildings and half-hourly service to the Pentagon on all normal working days. Appointments and meetings involving transportation either between CIA buildings, to the Pentagon, or within reasonable walking distance of these points, will be arranged where possible to conform to this schedule.

3. A central motor pool service will be maintained to meet transportation needs which cannot be served by the scheduled shuttle service. Cars with District license plates will be included in the motor pool for dispatch to authorized offices for purposes where government license plates are not appropriate.

4. Assignment of passenger-carrying vehicles to departmental individuals and activities in Washington will be made only upon the written authorization of the Executive Director. It is the policy of the Director to keep such assignments to an absolute minimum, and that the official shuttle and motor pool service be utilized to the maximum possible degree.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

*Re: A*[REDACTED]  
Executive Director

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*Encl #3*

UNCLASSIFIED	RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION ON TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY			
OFFICIAL ROUTING SLIP <span style="float: right;">ER-0926</span>			

TO		INITIALS	DATE
1	<i>Denny</i>	<i>ED</i>	<i>8/25/48</i>
2	<i>Eve Din</i>	<i>E</i>	<i>8/26/48</i>
3			
4			
5			

FROM		INITIALS	DATE
1	<i>Eve Din</i>	<i>E</i>	<i>31 Aug</i>
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

## REMARKS:

*Suggest, before publication, that you check with SO with regard to placing District license cars in the general pool. Security!*

*Cleared with 1st Salloway for pool service by discussion on 27 August 1948.*

SECRET
CONFIDENTIAL
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UNCLASSIFIED

FORM NO. 30-4  
SEP 1947



~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Director

FROM : Executive for A&M

SUBJECT: CIA Cars

DATE: 23 August 1948

1. a. CIA is now operating 45 passenger-carrying motor vehicles for its Washington headquarters, assigned as follows:

With Chauffeurs

- 12 - To individuals (office chiefs and others)
- 4 - To activities
- 7 - Motor Pool

Without Chauffeurs

- 19 - To activities
- 3 - Replacement purposes for deadline vehicles

b. Breakdown of assignments is attached as Enclosure #1.

2. a. An additional ten cars and chauffeurs were requested for inclusion in the 1950 budget by Services Branch based on increasing demands for cars to be assigned for full time use of individuals in activities. I have eliminated this item.

b. Check on the Department of State, as an example, reveals that with more buildings and many more personnel than CIA that the Department operates only 19 passenger-carrying vehicles for its Washington organization, of which a maximum of 14 can be operated at any one time.

3. a. A test has been conducted with two motor pool vehicles to determine the average daily mileage possible per car by normal use. Average mileage per car proved to be 74.2 miles per day.

b. (1) Attached as Enclosure #2 is a record of average daily mileage of cars assigned to individuals and activities during a two-weeks period, 16-30 June 1948.

- (2) Only one car averaged over 50 miles.  
Only three cars averaged between 40-50 miles.  
All others averaged between 7.3 - 34.8 miles.

(3) These averages are exclusive of cars assigned to the Director, Deputy Director, and Executive Director.

4. a. Shuttle service is currently established on an hourly basis between CIA buildings and the Pentagon.

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b. A further recent test has proven the feasibility of augmenting this service to provide half-hourly service to the Pentagon and 15-minute service between all CIA buildings by adding two vehicles to the current shuttle service. This improved service, if established, should meet all requirements for movement of CIA personnel between its buildings and to the Pentagon except in cases of real emergency.

5. The number of passenger-carrying vehicles now in service in this Agency is not reasonably justifiable and would be most difficult to defend, as would any increase in this number.

6. By improving shuttle service as indicated in paragraph 4 above, and increasing the number of pool cars from seven to 12, it should be possible to meet all Agency needs for transportation with few exceptions. OSO and SP pool needs can be handled by assignment of cars with D.C. licenses to the pool.

*OK with ARSO  
Bz*

7. a. A careful review of needs indicates that adequate service can be provided for all essential CIA transportation needs for its Washington headquarters by cancelling all current assignment of cars to individuals and activities and making reassignments as indicated below:

- (1) Cars with District licenses to be assigned to individuals and activities with chauffeurs

1 - Director  
1 - Deputy Director  
1 - Executive Director  
1 - Office of Special Operations  
1 - Office of ~~Special Projects~~ *Policy Coordination*

- (2) Cars with government licenses to be assigned to activities, with chauffeurs

1 - OCD (courier service)  
1 - OCD (inter-library loan service)

- (3) Cars with government licenses to be assigned to activities, without chauffeurs

3 - OCD (courier service)

- (4) Cars to be assigned to motor pool, with chauffeurs

3 - With District licenses  
9 - With Government licenses

- (5) Shuttle service - 3

- (6) Replacement purposes - 3

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7. b. (1) The above arrangements would enable us to deadline 17 passenger-carrying vehicles now in use, to be later utilized for overseas shipment or turned back to the Federal Bureau of Supply.

(2) It is also possible that a 60-day test of improved shuttle and pool service will enable us to reduce the number of pool cars below 12.

c. No change in number of currently authorized chauffeurs (3) would result. Twenty-six will be required to operate vehicles, including four employed for night and holiday shifts. The remaining four will barely cover normal absentees and turnover. However, more chauffeurs will be required if we continue current method of operation.

8. Recommend:

a. Approval of arrangements and reassignments indicated in paragraph 7 above.

b. Approval for publication of attached draft of Administrative Instruction (Enclosure #3).

c. Issuance of separate instructions covering assignments of individual cars and authorization to call on motor pool for cars with District license plates, drafts of which are attached as Enclosures #4 through #8.

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8 Enclosures

*One additional car w/ Dist plates to be assigned to 50 w/o chauffeur for schools + training.*

*WJ  
30 Aug*

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Services Branch, A&M  
FROM : Chief, Management Branch, A&M  
SUBJECT: Motor Pool Operations

DATE: 12 August 1948

1. The attached plan has been written based upon a study submitted by your office.
2. It is requested your office prepare Drafts for the following:
  - a. New bus schedule
  - b. CIA Administrative Instruction to effect the plan.
  - c. Services Branch instructions which will provide the data stated in paragraphs 1(f) and 1(g).
3. In the event you do not concur in whole or in part, it is requested you contact the undersigned in order to expedite completion of this plan.

STATINTL

Encl.  
Assignment of Vehicles to Activities of CIA



Executive for Administration and Management

9 August 1948

Assistant Chief, Management Branch, A&M

Assignment of Vehicles to Activities of CIA - Motor Pool, Transportation Division.

1. Reference the attached report, subject as above, dated 4 August 1948, the following recommendations are submitted for a trial period of from 30 to 60 days:

a. Only the following personnel be assigned passenger vehicles:

- The Director
- The Deputy Director
- The Executive Director

b. The following activities be assigned vehicles in the numbers indicated:

The Courier Service - 4 vehicles - 1 driver each  
OCD (Library) - 1 vehicle - 1 driver

c. All other passenger vehicles be assigned to the Motor Pool for general use calls.

d. One additional regularly scheduled bus be inaugurated to connect the following points every 30 minutes in the order named:

(1) [redacted] Briggs School, 2210 E Street, North and Central Buildings, Administrative and South Buildings, "Q" and "M" Buildings, Temporary "L" (when in use), North and Central, Administrative and South, "Q" and "M" Buildings, Briggs and 2210 E Street, [redacted]

e. Temporary "E" Building will be provided special service by arrangement between the Personnel and Services Branches until that building is released on or about 15 September 1948.

f. That bus drivers continue to maintain tabulation of the number of personnel using the bus.

g. That during the trial period all pool drivers maintain a tabulation to show:

- (1) Name of passenger
- (2) Starting point and time
- (3) Destination and time

so that the Services Branch may report all cases of personnel

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requesting transportation when busses could have been used.

h. It is further recommended that this subject be reviewed upon completion of the first 30-day period, and when a firm schedule can be effected poster type schedules be printed and displayed.

2. Such activities as indicated below will either be serviced by the Pool or by prior special arrangement, depending upon the nature of the activity and the ability for prior scheduling:

STATINTL

War College Lectures  
OSO Communication Service  
I&S [REDACTED] needs, etc.

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[REDACTED]

1 Attachment

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

NOTICE  
[REDACTED]

19 July 1948

SUBJECT: Transportation Service

1. Effective 26 July 1948, regular hourly bus service will operate between CIA Buildings and the Pentagon Building as scheduled below:

STATINTL

		<u>SOUTH BOUND</u>							
Leave	[REDACTED]	0830	0930	1030	1130	1230	1330	1430	1530
"	2210 E Street	0835	0935	1035	1135	1235	1335	1435	1535
"	North Building	0837	0937	1037	1137	1237	1337	1437	1537
"	Admin. Building	0839	0939	1039	1139	1239	1339	1439	1539
"	Que Building	0841	0941	1041	1141	1241	1341	1441	1541
"	"M" Building	0843	0943	1043	1143	1243	1343	1443	1543
"	Yards & Docks	0847	0947	1047	1147	1247	1347	1447	1547
Arrive	Pentagon Bldg. (Mall Entrance)	0850	0950	1050	1150	1250	1350	1450	1550

		<u>NORTH BOUND</u>							
Leave	(Mall Entrance) Pentagon Bldg.	0850	0950	1050	1150	1250	1350	1450	1550
"	Yards & Docks	0854	0954	1054	1154	1254	1354	1454	1554
"	North Building	0900	1000	1100	1200	1300	1400	1500	1600
"	Admin. Bldg.	0902	1002	1102	1202	1302	1402	1502	1602
"	Que Building	0904	1004	1104	1204	1304	1404	1504	1604
"	"M" Building	0906	1006	1106	1206	1306	1406	1506	1606
"	2210 E Street	0909	1009	1109	1209	1309	1409	1509	1609
Arrive	[REDACTED]	0914	1014	1114	1214	1314	1414	1514	1614

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2. This service will not be available on Saturdays, Sundays or holidays.

3. Special cars will not be furnished for trips to the buildings listed in the above schedule except in emergency.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Executive for  
Administration and Management

DISTRIBUTION: All CIA Employees

Executive for Administration and Management

4 August 1948

Chief, Services Branch

Assignment of vehicles to activities of CIA -- Motor Pool, Transportation Division.

1. Reference is made to memorandum dated 12 February 1947 to the Deputy Director from Colonel Sheffield Edwards, F.A., Assistant Executive Director. This memorandum recommends the assignment of various vehicles to activities of CIA in lieu of the operation of these vehicles from the Motor Pool under the jurisdiction of the Transportation Division, Services Branch.

2. Reference is also made to survey of Services Division by the Deputy Executive for Personnel and Administration, wherein paragraph 4 (d) under the Transportation Section, the following recommendation was made:

"Attached is a list of the cars presently assigned to individuals in CIG with or without drivers as indicated, and it is recommended that all cars, except the one assigned to the Director of Central Intelligence, be recalled to the Motor Pool. It is recommended that cars for the use of the Deputy Director and the Assistant Director for Special Operations be held available for their use when required."

3. The action recommended by the Assistant Executive Director was taken by the Services Division immediately upon receipt of instructions from the Executive for Personnel and Administration in memorandum dated 23 April 1947.

4. Attached is a list of passenger carrying vehicles dated 24 June 1948, indicating the assignment of vehicles to various activities with and without CIA chauffeur personnel. As indicated in the summary, 12 vehicles are assigned from the Motor Pool with drivers, and 1 vehicle is assigned to the Executive Secretary, National Security Council, chauffeur for which is furnished by National Security Council; there are 19 vehicles assigned to individuals of branches without drivers, for various purposes, and 4 assigned to regular runs with drivers furnished from the Pool. Seven are assigned to the "Que" Building Motor Pool for general service to CIA activities; 3 are assigned [REDACTED] for use as replacement vehicles and to meet unforeseen requirements.

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*For file w/ records  
of action.*



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Exec. for A &amp; M

4 August 1948

5. Attached is a list of all assigned cars indicating daily mileage of such vehicles on working days beginning on 16 June 1948 and ending on 30 June 1948. This list includes all vehicles except those assigned to the Director, Deputy Director, Executive Director, and Executive Secretary, National Security Council. You will note that the average mileage on each vehicle varies from 14.3 to 52.1 average miles per day. The total mileage of all assigned vehicles is 745.0 miles per day, and a daily average per car of 28 miles.

6. With the expansion of CIA activities, more and more requests are being received for the assignment of additional vehicles. The theory of assignment of vehicles has its advantages provided the vehicles receive maximum use, and that such vehicles are available without exception for general service activities, particularly in the offices of branches to which they are assigned. Due to the increasing number of requests for assignment of vehicles, I had provided in the budget for the fiscal year 1950 for an increase of 10 vehicles and 10 chauffeurs. At your direction these items were removed from that budget. Unfortunately, the assignment of vehicles in many instances has been construed to be personal to individuals in charge of certain activities or branches, and subordinate personnel are reluctant, and in fact, avoid requesting the use of such vehicles for the purpose of transacting official Government business, and instead call upon Motor Pool activities for this service. It is true that the assignment of vehicles has proven to be an expensive proposition and with the probable increase, the Director of CIA would be subject to considerable criticism for the operation of a large number of vehicles on the present inefficient and uneconomical basis.

7. Due to the lack of information as to the maximum number of miles which a vehicle operating from the Motor Pool could travel in a working day, two vehicles operating from the Pool were assigned on July 8 and July 9, 1948 to be in constant operation from 8:30 a.m. to 5:00 p.m. The attached table indicates the results of these assignments. As you will note, these vehicles traveled an average of 74.2 miles per day per vehicle as against a daily average of 28 miles traveled by assigned vehicles. As the attached mileage of assigned cars indicates, 27 vehicles traveled a total daily average of 745.0 miles. This service could have been performed by the central Motor Pool during that period of time with the addition of 11 vehicles and chauffeurs, which are now assigned.

8. It is therefore recommended that all presently assigned vehicles with or without chauffeurs be returned to the absolute control of the central Motor Pool, with the exception of the individuals or activities indicated below:

- 2 -

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Exec. for A & M

4 August 1948

25X1A

- \* Admiral Hillenkoetter
  - \* General Wright
  - \* [REDACTED]
  - \* Map Intelligence Library, ORE ✓
  - \* Library Reference Branch, OCD ✓
  - \*\* Mail and Courier Service, 3 vehicles ✓
  - \*\* Storage and Issue Section, Supply Division, Services Branch ✓
  - \* Reproduction Division, Services Branch ✓
- (\* with chauffeur)  
(\*\* without chauffeur)

It is intended that the activities listed above will have one vehicle, except as indicated.

9. Exact requirements of the Office of Special Operations with respect to the use of presently assigned vehicles have not been investigated for security reasons, although I am generally acquainted with the requirements of that activity. It may be necessary to assign one car with D. C. tags and chauffeur for use of the Office of Special Operations, generally, in order to avoid the possible necessity for explanation of certain of the OSO activities.

10. At this time, it is difficult to accurately estimate the savings to be accomplished by this proposal except to state that the number of vehicles now being operated by CIA will be decreased by approximately 10, and the return of presently assigned cars to the Motor Pool will avoid the necessity of purchasing approximately 10 additional vehicles and hiring approximately 10 chauffeurs. The table below indicates the approximate savings to be realized, if the present cost of operating motor vehicles is changed as recommended:

a. Approximate cost of surplus vehicles	- 10 ea. @ \$1400.	- \$14,000.
b. Approximate annual cost of maintenance of surplus vehicles	- 10 ea. @ \$ 180.	- \$ 1,800.
c. Personnel costs of chauffeur driven vehicles now assigned	- 10 ea. @ \$2152.	- \$21,520.
d. Cost of additional cars if present assignment policy continues	- 10 ea. @ \$1400.	- \$14,000.
e. Approximate annual cost of maintenance of additional vehicles	- 10 ea. @ \$ 180.	- \$ 1,800.
f. Cost of additional personnel for chauffeur driven vehicles	- 10 ea. @ \$2152.	- \$21,520.
TOTAL - - - - -		\$74,640.

- 3 -

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Exec. for A & M

4 August 1948

11. A recommendation is not being submitted with respect to the disposition of the vehicles which will become surplus as a result of this recommendation if approved, for the reason that it is desired to use an actual experience factor in determining the number of vehicles required for central Motor Pool operation. It is believed that within a period of 60 days operating requirements can be determined and at that time, disposition of surplus vehicles will be made.

12. It is recommended also that the Chief, Services Branch be given the authority to determine when vehicles should or should not be assigned in the future. In order that should this question arise, recommendations will not have to be submitted to the Executive for A & M. This recommendation is made in order to avoid the implication that the assignment of vehicles or disapproval of requests for assignments must be referred to the Executive for A & M for final action. It is assumed that this is in accordance with your desires.

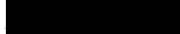


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Atts: (3)

Assignment of vehicles  
Mileages on assigned cars  
Table re assignments of two  
vehicles

MIM:vm

cc:   
MIM chrono  
Trans. Div. file

- 4 -

25X1A

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Attachment No. 3

	Car No. 1986		Car No. 1759		
	<u>8/7/48</u>	<u>9/7/48</u>	<u>8/7/48</u>	<u>9/7/48</u>	<u>Average</u>
Total Mileage	76	67	72	78	74.2
Number of Trips	12	15	10	10	11.7
Average Trip Mileage	6.3	4.4	7.2	7.8	6.29
Average Time Per Trip	27.9	21.6	31.4	30	27.9

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## SCHEDULE "A"

Bus service between CIA Buildings and the Pentagon Building

SOUTH BOUND

Leave		0830	0900	0930	1000	1030	1100	1130	1200	1230	1300	1330	1400	1430	1500	1530	1600	1630
"	Briggs School	0835	0905	0935	1005	1035	1105	1135	1205	1235	1305	1335	1405	1435	1505	1535	1605	1635
"	2210 E Street	0835	0905	0935	1005	1035	1105	1135	1205	1235	1305	1335	1405	1435	1505	1535	1605	1635
"	North Building	0837	0907	0937	1007	1037	1107	1137	1207	1237	1307	1337	1407	1437	1507	1537	1607	1637
"	Central Building	0838	0908	0938	1008	1038	1108	1138	1208	1238	1308	1338	1408	1438	1508	1538	1608	1638
"	South Building	0839	0909	0939	1009	1039	1109	1139	1209	1239	1309	1339	1409	1439	1509	1539	1609	1639
"	Admin. Building	0839	0909	0939	1009	1039	1109	1139	1209	1239	1309	1339	1409	1439	1509	1539	1609	1639
"	Que Building	0841	0911	0941	1011	1041	1111	1141	1211	1241	1311	1341	1411	1441	1511	1541	1611	1641
"	"M" Building	0843	0913	0943	1013	1043	1113	1143	1213	1243	1313	1343	1413	1443	1513	1543	1613	1643
"	Yards and Docks	0847	0917	0947	1017	1047	1117	1147	1217	1247	1317	1347	1417	1447	1517	1547	1617	1647
Arrive	Pentagon Bldg. (Mall Entrance)	0850	0920	0950	1020	1050	1120	1150	1220	1250	1320	1350	1420	1450	1520	1550	1620	1650

NORTH BOUND

Leave	(Mall Entrance)	0830	0900	0930	1000	1030	1100	1130	1200	1230	1300	1330	1400	1430	1500	1530	1600	1630
"	Pentagon Building	0834	0904	0934	1004	1034	1104	1134	1204	1234	1304	1334	1404	1434	1504	1534	1604	1634
"	Yards & Docks	0840	0910	0940	1010	1040	1110	1140	1210	1240	1310	1340	1410	1440	1510	1540	1610	1640
"	North Building	0841	0911	0941	1011	1041	1111	1141	1211	1241	1311	1341	1411	1441	1511	1541	1611	1641
"	Central Building	0842	0912	0942	1012	1042	1112	1142	1212	1242	1312	1342	1412	1442	1512	1542	1612	1642
"	South Building	0842	0912	0942	1012	1042	1112	1142	1212	1242	1312	1342	1412	1442	1512	1542	1612	1642
"	Admin. Bldg.	0842	0912	0942	1012	1042	1112	1142	1212	1242	1312	1342	1412	1442	1512	1542	1612	1642
"	Que Building	0844	0914	0944	1014	1044	1114	1144	1214	1244	1314	1344	1414	1444	1514	1544	1614	1644
"	"M" Building	0846	0916	0946	1016	1046	1116	1146	1216	1246	1316	1346	1416	1446	1516	1546	1616	1646
"	2210 E Street	0849	0919	0949	1019	1049	1119	1149	1219	1249	1319	1349	1419	1449	1519	1549	1619	1649
"	Briggs School	0849	0919	0949	1019	1049	1119	1149	1219	1249	1319	1349	1419	1449	1519	1549	1619	1649
Arrive		0854	0924	0954	1024	1054	1124	1154	1224	1254	1324	1354	1424	1454	1524	1554	1624	1654

SCHEDULE "B"

Bus schedule between CIA buildings

Leave		0845	0915	0945	1015	1045	1115	1145	1215	1245	1315	1345	1415	1445	1515	1545	1615	1635
"	Briggs School	0850	0920	0950	1020	1050	1120	1150	1220	1250	1320	1350	1420	1450	1520	1550	1620	1640
"	2210 E Street	0850	0920	0950	1020	1050	1120	1150	1220	1250	1320	1350	1420	1450	1520	1550	1620	1640
"	North Building	0852	0922	0952	1022	1052	1122	1152	1222	1252	1322	1352	1422	1452	1522	1552	1622	1642
"	Central Building	0853	0923	0953	1023	1053	1123	1153	1223	1253	1323	1353	1423	1453	1523	1553	1623	1643
"	South Building	0854	0924	0954	1024	1054	1124	1154	1224	1254	1324	1354	1424	1454	1524	1554	1624	1644
"	Admin. Bldg.	0854	0924	0954	1024	1054	1124	1154	1224	1254	1324	1354	1424	1454	1524	1554	1624	1644
"	Que Building	0855	0925	0955	1025	1055	1125	1155	1225	1255	1325	1355	1425	1455	1525	1555	1625	1645
"	"W" Building	0856	0926	0956	1026	1056	1126	1156	1226	1256	1326	1356	1426	1456	1526	1556	1626	1646
"	2210 E Street	0859	0929	0959	1029	1059	1129	1159	1229	1259	1329	1359	1429	1459	1529	1559	1629	
"	Briggs School	0859	0929	0959	1029	1059	1129	1159	1229	1259	1329	1359	1429	1459	1529	1559	1629	
Arrive		0905	0935	1005	1035	1105	1135	1205	1235	1305	1335	1405	1435	1505	1535	1605	1635	

D R A F T  
LTS/mc - 23 Aug 48ADMINISTRATIVE INSTRUCTION  
NO.

SUBJECT: Motor Vehicle Passenger Service

1. Effective Monday, 6 September 1948, all existing assignments of CIA passenger-carrying vehicles to departmental individuals and activities in Washington are rescinded.
2. On or before that date a revised shuttle schedule will be established providing quarter-hourly service between CIA buildings and half-hourly service to the Pentagon on all normal working days. Appointments and meetings involving transportation either between CIA buildings, to the Pentagon, or within reasonable walking distance of these points, will be arranged where possible to conform to this schedule.
3. A central motor pool service will be maintained to meet transportation needs which cannot be served by the scheduled shuttle service. Cars with District license plates will be included in the motor pool for dispatch to authorized offices for purposes where government license plates are not appropriate.
4. Assignment of passenger-carrying vehicles to departmental individuals and activities in Washington will be made only upon the written authorization of the Executive Director. It is the policy of the Director to keep such assignments to an absolute minimum, and that the official shuttle and motor pool service be utilized to the maximum possible degree.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

W.C.F.  
Executive Director

RESTRICTED

Encl #2

D R A F T  
LTS/mc - 23 Aug 48

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

NOTICE  
[REDACTED]

SUBJECT: Shuttle Schedule

1. Effective 8 September 1948 regular bus service will be operated every half-hour between CIA buildings and the Pentagon in accordance with Schedule "A" attached, and every fifteen minutes between CIA buildings in accordance with Schedule "B" attached.

2. This service will not be available on Saturdays, Sundays, or holidays.

3. Special cars will not be furnished for trips to the buildings listed in the above schedule except in emergency.

4. Copies of these schedules will be posted conspicuously in locations readily available to all CIA employees.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L.T.S.

Attachments: 2

DISTRIBUTION: All CIA Employees

#4



**CONFIDENTIAL**D R A F T  
LTS/mc - 23 Aug. 48

ILLEGIB

Executive for A&M  
Chief, Services Branch, A&M  
[REDACTED] Director

## CIA Cars

1. Effective 6 September 1948 all current assignments of passenger-carrying motor vehicles to departmental activities and individuals in Washington are cancelled.

2. Cars will be assigned to departmental individuals and activities as follows:

- (1) Cars with District licenses to be assigned to individuals and activities with chauffeurs
  - 1 - Director
  - 1 - Deputy Director
  - 1 - Executive Director
  - 1 - Office of Special Operations
  - 1 - Office of Special Projects
- (2) Cars with government licenses to be assigned to activities, with chauffeurs
  - 1 - OCD (courier service)
  - 1 - OCD (inter-library loan service)
- (3) Cars with government licenses to be assigned to activities, without chauffeurs
  - 3 - OCD (courier service)
- (4) Cars to be assigned to motor pool, with chauffeurs
  - 3 - With District licenses
  - 9 - With Government licenses
- (5) Shuttle service - 3
- (6) Replacement purposes - 3

3. The 17 passenger-carrying motor vehicles rendered excess by these instructions will be held as surplus for 60 days, during which period final determination of pool and other departmental agency needs will be determined. On 6 November 1948 you will submit a recommendation for suitable disposition of surplus vehicles, including number which should finally be considered surplus.

**CONFIDENTIAL**

5

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4. The total number of passenger-carrying vehicles in operation at any one time for departmental needs during the 60-day trial period will not exceed 28 without specific authority of the Executive for A&M or the Executive Director in each case.

5. a. Each pool driver will maintain a record of each trip made in response to a call for a pool vehicle, including:

- (1) Name and office assignment of passenger.
- (2) Points of departure and destination.
- (3) Times of departure for and arrival at destination.

b. If emergency need is indicated to the dispatcher by individual calling, statement of emergency will be recorded by the dispatcher.

c. Pending further instructions the Chief, Services Branch, A&M, will furnish to the Executive for A&M a weekly summary of pool car trips between points for which shuttle service has been provided.

6. The Assistant Director for Special Operations and Special Projects will inform the Chief, Services Branch, of the individuals and/or activities authorized to call for cars with District licenses.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

W.C.F.  
Exec. Director

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Assistant Director for Operations  
Executive for Inspection and Security  
Executive Director

DRAFT  
LTS/mc - 23 Aug 48

Assignment of Passenger-carrying Vehicles

1. Passenger carrying vehicles assigned for departmental purposes to your activities will be withdrawn on 6 September 1948.

2. Passenger cars with District licenses will be available in the central motor pool for use when needed for purposes where government licenses are not appropriate. It is desired that you inform the Executive for A&M of the individuals and/or activities who will be authorized to call for such cars.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

W.C.F.  
Exec. Director

cc: Chief, Services Br.

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6

Asst. Director for Special Operations  
Asst. Director for Special Projects  
Executive Director

D R A F T  
LTS/mc - 23 Aug 48

Assignment of Passenger-carrying Vehicles

1. The Executive for A&M has been instructed to assign one passenger car with District license plates to your office effective 6 September 1948. A chauffeur will be assigned with this car. All other passenger-carrying vehicles assigned for departmental purposes will be withdrawn on that date.

2. Passenger cars with District licenses will be available in the central motor pool for use when needed for purposes where government licenses are not appropriate. It is desired that you inform the Executive for A&M of the individuals and/or activities who will be authorized to call for such cars.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

W.C.F.  
Exec. Director

cc: Chief, Services Br. A&M

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#7

RESTRICTED

Asst. Director for Collection and Dissemination

DRAFT  
LTS/mc - 23 Aug 48

Executive Director

Assignment of Vehicles

1. Effective 6 September 1948, the following described vehicles are assigned to the Office of Collection and Dissemination for purposes indicated:

Central Records: (For pick<sup>up</sup> and delivery of both classified and unclassified mail)

1948 Ford Sedan Tag No. US-840  
Chauffeur - [REDACTED]

25X1A

1948 Ford Sedan Tag No. US-1422  
1942 Plymouth Sedan Tag No. US-243  
1948 Ford Panel Truck Tag No. US-291

Library Branch: (For inter-library loan service)

1942 Chevrolet Station Wagon Tag No. US-1990  
Chauffeur - [REDACTED]

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

W.C.F.  
Exec. Director

cc: Chief, Services Br. A&M

RESTRICTED

# 8

**RESTRICTED**

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Asst. Director for Collection and Dissemination DATE: <sup>DRAFT</sup> LTS/mc - 23 Aug 48

FROM : Executive Director

SUBJECT: Assignment of Vehicles

1. Effective 6 September 1948, the following described vehicles are assigned to the Office of Collection and Dissemination for purposes indicated:

Central Records: (For pick~~up~~ and delivery of both classified and unclassified mail)

1948 Ford Sedan	Tag No. US-840	(with chauffeur)	25X1A
<del>Chauffeur</del> [REDACTED]			
1948 Ford Sedan	Tag No. US-1422	} w/o chauffeurs	25X1A
1942 Plymouth Sedan	Tag No. US-243		
1948 Ford Panel Truck	Tag No. US-291		

Library Branch: (For inter-library loan service)

1942 Chevrolet Station Wagon	Tag No. US-1990	(with chauffeur)
<del>Chauffeur</del> [REDACTED]		

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

W.C.F.  
Exec. Director

cc: Chief, Services Br. A&M

**RESTRICTED**

#8

**CONFIDENTIAL**

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Director for Special Operations DRAFT  
~~Asst. Director for Special Projects~~ DATE: LTS/mc - 23 Aug 48  
 FROM : Executive Director  
 SUBJECT: Assignment of Passenger-carrying Vehicles

1. The Executive for A&M has been instructed to assign <sup>two</sup> ~~one~~ passenger car with District license plates to your office effective ~~1~~<sup>7</sup> September 1948. A chauffeur will be assigned with ~~this~~ <sup>one</sup> car. All other passenger-carrying vehicles assigned for departmental purposes will be withdrawn on that date.

2. Passenger cars with District licenses will be available in the central motor pool for use when needed for purposes where government licenses are not appropriate. It is desired that you inform the Executive for A&M of the individuals and/or activities who will be authorized to call for such cars.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

W.C.F.  
 Exec. Director

cc: Chief, Services Br. A&M

*Asst Dir for Policy Coordination*  
 1. The Exec for A&M has been instructed to assign ~~one~~ passenger car with District license plates to your office effective 31 August 1948. A chauffeur will be assigned with this car.

2. (Same as so)

*In WCF*

**CONFIDENTIAL**

#7

**CONFIDENTIAL**

*Office Memorandum* • UNITED STATES GOVERNMENT

D R A F T

TO : Assistant Director for Operations  
Executive for Inspection and Security

FROM : Executive Director

DATE: LTS/mc - 23 Aug 48

SUBJECT: Assignment of Passenger-carrying Vehicles

1. Passenger carrying vehicles assigned for departmental purposes to your activities will be withdrawn on ~~4~~ September 1948.

2. Passenger cars with District licenses will be available in the central motor pool for use when needed for purposes where government licenses are not appropriate. It is desired that you inform the Executive for A&M of the individuals and/or activities who will be authorized to call for such cars.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

W.C.F.  
Exec. Director

cc: Chief, Services Br.

**CONFIDENTIAL**

#6



**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Executive for A&M  
Chief, Services Branch, A&M  
FROM : Executive Director  
SUBJECT: CIA Cars

DRAFT  
DATE: LTS/mc - 23 Aug. 48

1. Effective <sup>7</sup> September 1948 all current assignments of passenger-carrying motor vehicles to departmental activities and individuals in Washington are cancelled.

2. Cars will be assigned to departmental individuals and activities as follows:

- (1) Cars with District licenses to be assigned to individuals and activities, with chauffeurs

1 - Director  
1 - Deputy Director  
1 - Executive Director  
1 - Office of Special Operations  
1 - Office of Special Projects

- (2) Cars with District licenses to be assigned to activities without chauffeurs

- (3) Cars with government licenses to be assigned to activities, with chauffeurs

1 - OCD (courier service)  
1 - OCD (inter-library loan service)

- (4) Cars with government licenses to be assigned to activities, without chauffeurs

3 - OCD (courier service)

- (5) Cars to be assigned to motor pool, with chauffeurs

3 - With District licenses  
9 - With Government licenses

- (6) Shuttle service - 3

- (7) Replacement purposes - 3

3. The <sup>16</sup> passenger-carrying motor vehicles rendered excess by these instructions will be held as surplus for 60 days, during which period final determination of pool and other departmental agency needs will be determined. On <sup>16</sup> November 1948 you will submit a recommendation for suitable disposition of surplus vehicles, including number which should finally be considered surplus.

**CONFIDENTIAL**

#5

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4. The total number of passenger-carrying vehicles in operation at any one time for departmental needs during the 60-day trial period will not exceed 29 without specific authority of the Executive for A&M or the Executive Director in each case.

5. a. Each pool driver will maintain a record of each trip made in response to a call for a pool vehicle, including:

- (1) Name and office assignment of passenger.
- (2) Points of departure and destination.
- (3) Times of departure for and arrival at destination.

b. If emergency need is indicated to the dispatcher by individual calling, statement of emergency will be recorded by the dispatcher.

c. Pending further instructions the Chief, Services Branch, A&M, will furnish to the Executive for A&M a weekly summary of pool car trips between points for which shuttle service has been provided.

6. The Assistant Directors for <sup>Operations,</sup> Special Operations and <sup>Special Policy Coordination,</sup> ~~Special Projects~~ will inform the Chief, Services Branch, of the individuals and/or activities authorized to call for cars with District licenses.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

W.C.F.  
Exec. Director

**CONFIDENTIAL**

Next 2 Page(s) In Document Exempt